

East Boston Camps Master Plan Committee
June 9, 2005
7:30AM
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of June 9, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also retained in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives – Denise Brunelle, George Fletcher, Angela Harkness, Kirk Ware, Conservation Commission - Peter Mahler, Park & Recreation – Max Steiner, Water Commissioners – Leslie Thomas (arrived 8:20AM), Westford Land Preservation Foundation – Nancy Rosinski

Present: Asst. Town Manager – Norman Khumalo, Park, Recreation, and Cemetery Director – Patricia Savage

Interested Residents: Marian Harman, Paul Cully

Handouts: Agenda and Draft Revision of Rules and Regulations

The meeting was called to order at 7:35AM by Co-Chair Kirk Ware

Agenda

- Approval of meeting minutes of May 26, 2005 - Motion to approve – Angela Harkness Second- Dini Healy-Coffin Motion passed unanimously

- Old Business

- Sign Status

Nancy Rosinski updated the group on the status and the signs should be completed next week.

Message Board – she is arranging for an Eagle Scout to take this on as his project. The Committee discussed the size of the message area and the consensus was 3'X5'

The location of the message board is yet to be determined

- Survey Proposal – Land Tech

After receiving the Land Tech proposal Kirk Ware contacted another surveyor for an estimate. The estimate was for approximately \$30,000.

Nancy Rosinski raised the question of whether a survey is needed, what additional information would be provided that could impact the committee's proposal, and it is a great deal of money.

Kirk Ware - addressed the concerns by stating the Town as the owner should know what we own and to help manage the property – now and in the future.

Angela Harkness – the Committee still needs to find out what information exists from the Hyams Foundation or East Boston Social Centers, Inc.

George Fletcher – The East Boston Social Centers, Inc had surveys of the property including the cost to renovate the buildings.

Norman Khumalo will follow through on getting the information.

The Committee will reserve judgment on the full extent of a survey after reviewing existing documentation.

- Board of Selectmen – review and recommendation of proposed Rules & Regulations

The Committee reviewed the changes and agreed with all changes except to remove the following “stay on marked trails”; “no additional signs or structures allowed”, “pets must be on a ~~lease~~ leash or under voice and sight control at all times”. Nancy Rosinski was to make the changes for review by the BOS at their upcoming meeting (6/14 8:50PM agenda item).

Upon acceptance by the BOS the Rules and Regulations would be laminated and posted. Peter Mahler has the machinery to produce a poster size laminated document and volunteered to do so.

- Future e-mail list – members only

The Committee discussed who should be included on the e-mail list. There was concern the list was ever expanding.

The discussion focused on the Open Meeting Law, Public Documents, and Committee e-mails.

Individuals may request (written or oral) copies of meeting minutes. The request for documents to be honored at reasonable times and in a reasonable place (no later than ten days from the date of the request).

Electronic mail (e-mail) conversation for distribution of materials, correspondence, agendas, or reports is acceptable. The deliberation on business must occur at a proper meeting.

- Press Release

Max Steiner had the most recent version of the proposed press release.

The press release to communicate to the Town what has transpired. The only change being appointed by the Board of Selectmen instead of Town the release will be submitted for the upcoming addition of the Westford Eagle. **The Committee agreed to remove the statement**

regarding the completion of the Master Plan. Nancy Rosinski was to provide input to Max on document organization/flow.

- Web site

Max Steiner – The Town Technology Department was able to put a site together for the Committee's review. The Committee determined the site was not ready for launching.

Pages that need work:

History – Leslie Thomas had asked Marian Harman if she would be willing to write the history. Marian agreed as long as the Committee understood she would not be able to get to it right away. The Committee agreed.

Future Plans Page – remove

Donation Page – Kirk Ware volunteered to look at the various options in order for donors to have the benefit of a tax deduction.

Pictures – Max Steiner to follow up

- New Business

- Nancy Rosinski – spoke with ~~Brian Rich~~ John Kelly (**Executive Director** - East Boston Social Centers, Inc.) on the types of activity that has occurred in the past, rental income, expenses.

Rental Income is approximately \$12-16,000/annually

Expenses – out of pocket is approximately \$6,500-\$12,500 for maintenance; many maintenance projects are accomplished through donated services.

Brian expressed to Nancy their interest in continuing to use the property

The Committee will be invited to see the program in August and attend a dinner.

- Assessment of the buildings – Don Kinney (Building Commissioner) is the key person for the Town. He did a preliminary assessment prior to the acquisition. The buildings do not meet ADA requirements.
Dini Healy-Coffin volunteered to speak with Steve and Don Kinney on assessing the buildings including the assessment completed for EBSC in the late 1990's.
- George Fletcher volunteered to be the point person from the Committee to work with Don Kinney.

The agenda was not completed.

Next meeting dates: June 23, July 14, and July 28 – 7:30AM at the Millennium Building

Conference Room

Meeting adjourned at 9:00 AM

Accepted and approved as corrected June 23, 2005